

## WorkSource Information Notice (WIN)

Workforce & Career Development Division

☒ Policy-related | ☐ Fiscal | ☐ Performance | ☐ Q&A | ☐ Other

Number: WIN - 0041

Date: May 31, 2013

Expiration Date: N/A

**TO:** Workforce Development System Partners

**FROM:** Amy L. Smith, Director of Policy, Program Administration & Technical Assistance

**SUBJECT:** Address Confidentiality Program

### **Purpose:**

The purpose of this policy is to provide direction to the WorkSource System for the state legislated Address Confidentiality Program (ACP).

### **Action Required:**

WDCs and their contractors, as well as Employment Security Regional Directors, should distribute this guidance broadly throughout the system to ensure that WorkSource System staff are familiar with the content and requirements.

### **Content:**

#### a. Background

The ACP helps individuals attempting to escape from actual or threatened domestic violence, sexual assault, human trafficking, or stalking to interact with state and local government agencies without disclosing their address in order to prevent their assailant or probable assailants from finding them. It also allows individuals to register to vote or apply for a marriage license without creating public records. ACP participants must provide a home address for voter registration purposes. The difference is that the information is not available to the public.

Minor children are covered only if the parent included them on the application. The Office of the Secretary of State governs this program and allows individuals to use an address designated by the Secretary of State as a substitute mailing address. ACP participants designate the Secretary of State as their agent for receipt of mail and legal documents. The ACP receives mail on behalf of program participants, repackages it, and forwards it to the participant's real address.

The Office of the Secretary of State confirmed that nothing in the ACP law ([RCW 40.24](#)) exempts or excuses an individual from providing phone numbers, emergency contact information, e-mail addresses, or any other information required by clients. The laws governing the ACP apply only to state and local government agencies and only to a person's home, work and/or school address. The intent of the ACP is to ensure that victims enrolled in the ACP can access government services like everyone else but without having to place

their addresses in view of the public.

A trained advocate must screen individuals before they can be accepted into the ACP. The advocate assists with threat assessment and safety planning and, together with the victim, determines if the ACP is right for the individual's circumstances and enrolls the individual in the program. For a current list of advocates trained in your community to sign people up for the ACP, go to <http://www.secstate.wa.gov/acp/> and click on the map for your location.

b. WCDD Procedure

It is the policy of the WorkSource Service Delivery System to accept the substitute address of an individual enrolled in the ACP and enter this address into the Services, Knowledge, Information and Exchange System (SKIES).

Never record the actual street address for work or home of an ACP participant in SKIES. If someone is participating in the ACP, do not require them to disclose their actual work or home address.

Every ACP participant is issued a laminated ACP authorization card, containing the participant's signature, ACP expiration date, and complete ACP substitute address. If the individual does not have hers/his authorization card, staff may call the ACP office (360-753-2972) to verify that the individual is an active ACP participant.

If an individual is enrolled in the ACP, use the ACP address as the home address in SKIES. Enter the address as it is printed on the authorization complete with the participant's unique authorization code, or PMB, number:  
*PMB# #####,  
PO Box 257,  
Olympia, WA 98507*

In addition to the ACP, WCDD released guidance on the role of the WorkSource system in providing assistance to victims of human trafficking. This guidance can be found in [Attachment A](#) (Eligibility Policy Handbook) to [Policy 1019](#) (Eligibility Guidelines and Documentation Requirements).

**References:**

- [Policy 1019, Eligibility Guidelines and Documentation Requirements](#)
- [Address Confidentiality Program \(ACP\) Website](#)
- [RCW 40.24](#)

**Website:**

[http://www.wa.gov/esd/1stop/policies/state\\_guidance.htm](http://www.wa.gov/esd/1stop/policies/state_guidance.htm)

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